

Comprehensive Trip Log Guidance Manual



June 2005



Zero Waste California

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Section 1—Overview

California is faced with the significant challenge of diverting or safely managing more than 31 million reusable and waste tires generated each year. In addition, another 3 million tires are imported annually from out of state.

In 1999 approximately 20 million waste tires (or 64.5 percent of all waste tires generated) were diverted from landfill disposal or stockpiling. Despite nearly doubling the number of waste tires recycled in California between 1991 and 1999, the number of waste tires generated each year continues to exceed the number of tires diverted from landfill disposal and stockpiling.

California continually has waste tires that have been illegally dumped or stockpiled. These stockpiles pose potential threats to the public health, safety, and environment, particularly when they are improperly maintained or catch fire. These negative environmental effects include providing a habitat for pests and vectors, producing toxic smoke and residues, and contaminating the state's air, waters, and soil.

One of the major legislative mandates assigned to the California Integrated Waste Management Board (CIWMB or Board) is the regulation and management of waste tires within the state. This mandate came about in 1989 when the Legislature, citing the need for better waste tire management in California, enacted the California Tire Recycling Act (AB 1843, Brown, Chapter 974, Statutes of 1989). The provisions of the act are contained in Chapter 17 of the Public Resources Code (PRC).

The California Tire Recycling Act required that CIWMB develop a five-year plan to address the appropriate regulation and recycling of California's used and waste tires. The principal goals identified in the five-year plan are to:

- Eliminate waste tire stockpiles.
- Protect public health, safety, and the environment.
- Increase sustainable economic markets for waste tires in California.

To further strengthen the management of waste and used tires in California, the Legislature passed Senate Bill 876 (Escutia, Chapter 838, Statutes of 2000) amending portions of Chapters 16 and 17 of the PRC. This legislation required major changes in how the CIWMB administers and regulates the waste and used tire industry within California. These PRC sections relating to waste and used tires augment the California Tire Recycling Act by providing:

- Enforcement and regulations relating to the storage of waste and used tires.
- Cleanup, abatement, or other remedial actions related to tire stockpiles throughout the state.
- Research directed at promoting and developing alternatives to the landfill disposal of tires.
- Market development and new technology activities for used tires and waste tires.
- **Development of a used and waste tire hauler program and manifest system.**

In July 2003, the CIWMB implemented the California Uniform Waste and Used Tire Manifest System. This system, although very comprehensive, was also very labor intensive. Therefore, in February 2005, the Board adopted a new and easier form, the Comprehensive Trip Log (CIWMB 203) to replace the Manifest form (CIWMB 647) and the Tire Trip Log (CIWMB 648).

The Comprehensive Trip Log (CTL) as described in this manual is a significant part of CIWMB's commitment to better regulation, tracking, and enforcement of used and efficient waste tire management within California. This manual describes the roles and responsibilities of the individuals involved in the generation, transport, and delivery or disposal of waste tires in California.

What Is the Waste Tire Manifest System?

The waste tire manifest system is a tracking mechanism to monitor the generation, transportation, and ultimate disposal of waste and used tires in California. This system requires the following:

- The waste tire hauler must complete a **CTL receipt** for every pickup or delivery of waste tires and provide the generator or end-use facility with a copy of the completed receipt. The generator or end user must retain the CTL receipt at their place of business for a period of three years.
- The waste tire hauler is to submit a copy of the completed CTL form to the CIWMB within 14 days of the first tire transaction documented on the form.
- The CIWMB will develop and implement a comprehensive system for auditing the CTL information continuously and conducting random sampling and cross-referencing of information from the CTL.

The waste tire manifest system was designed to achieve the following objectives:

- Provide a mechanism to track the flow of waste and used tire volumes from point of generation through the point of ultimate disposal.
- Accurately determine the number of waste and used tires generated, transported, and delivered or disposed in California.
- Eliminate illegal storage or disposal of waste and used tires.
- Focus enforcement efforts on the worst offenders.

Note: For the purposes of this manual, the term “waste tire” will be used for simplicity to mean both waste tires and used tires. For the specific definitions of the terms “waste tire” and “used tire” under the waste tire manifest system, as well as many other terms used in this manual, see Appendix C—Terms and Definitions.

How Does It Work?

The waste tire manifest system has three major components:

- (1) Waste tire haulers complete and submit the CTL forms to CIWMB.
- (2) CIWMB analyzes the information from the collected forms.
- (3) CIWMB conducts the necessary follow-up and enforcement activities.

Completing and submitting the forms. A CTL receipt is completed by the hauler every time waste tires are picked up, transported, or delivered. The CTL form collects vital system information for each transfer including the following:

- The identities of the hauler, generator, and end use facility.
- Load type and volume or amount of tires transferred.
- Whether the transfer was a pickup or a delivery.
- Names and signatures (or initials) of attesting representatives.

Analyzing the information. Copies of the full CTL form showing all receipts are mailed by the registered waste tire hauler to CIWMB where this information is entered into the waste tire manifest computer system. The computer system automatically cross-references all the waste tire pickups and deliveries using the CTL form information to identify any discrepancies.

The waste tire manifest system also provides for the CTL information to be transmitted electronically to CIWMB. See Section 7 of this manual for more information on the various means to submit your tire load data through batch electronic data transfer (EDT), Quickbooks EDT, or web EDT. All are significantly less time consuming and are a cost-effective alternative to using the CTL form.

Conducting follow-up and enforcement activities. CWIMB will use the information generated by the waste tire manifest system to ensure that all waste tires generated and transported within California have been accounted for and delivered to permitted end-use facilities. Discrepancies will be actively enforced. PRC section 42962 contains increased maximum civil penalties for violations of the waste tire hauling and manifesting requirements. The penalty increased from \$10,000 to \$25,000 per violation per day and increased administrative penalties from \$1,000 to \$5,000 per violation per day.

The Board has provided enforcement grant funds to local enforcement agencies statewide to conduct routine inspections of waste tire generators and haulers within their jurisdictions. The Board also uses the California Highway Patrol to conduct routine flyovers of the state to detect tire piles, and CHP conducts random check points for tire haulers where hauler registration and CTL forms are checked for accuracy. Violators will be cited under the California Vehicle Code, section 31560.

How Do I Get More Information?

The Board's waste tire program staff is available to assist you in complying with the requirements of the waste tire manifest system. Please contact CIWMB if you have any questions or concerns.

E-mail

WasteTires@ciwmb.ca.gov

Hotline (toll-free)

1-866-896-0600

Mailing address

California Integrated Waste Management Board
Waste Tire Hauler Program (MS-22)
P.O. Box 4025
Sacramento, CA 95812-4025

Remember to visit our Website—www.ciwmb.ca.gov/Tires/—where you will find much useful information about the CIWMB tire program and the waste tire manifest system.

What's In This Manual?

This guidance manual has been designed to provide all information necessary to enable the waste tire hauler to understand the waste tire manifest program and their responsibilities to ensure that they are in compliance with the system regulations. This manual contains the following information:

- Section 1—General overview of the waste tire manifest system.
- Section 2—Specific responsibilities of generators, haulers, and end use facilities.
- Section 3—Information on obtaining tire program identification (TPID) numbers.
- Section 4—Instructions on completing and distributing the CTL form.
- Section 5—Frequently asked questions to address common information needs.
- Section 6—Information on claiming confidentiality for business information provided.
- Section 7—Information on electronic data transfer.

- Appendices
 - Appendix A—Regulations
 - Appendix B—Hauler Registration
 - Appendix C—Terms and Definitions
 - Appendix D—Training

Section 2—Responsibilities

Who Must Participate?

The waste tire manifest system applies to all persons, businesses, nonprofits, or government agencies that generate, haul (or transport), or receive waste tires.

Waste Tire Generators. Waste tire generators typically include (but are not limited to) the following types of operations where waste tires are submitted for transportation, for off-site handling, altering, storage, disposal, or for any combination thereof:

- New and used tire dealers.
- New and used car dealers.
- Automobile and truck fleet operators (including rental car companies, school districts, government motor pools).
- Auto dismantlers.
- Agricultural users.

California has an estimated 12,000 waste tire generators.

Waste Tire Haulers. All haulers (including foreign haulers, common carriers, agricultural haulers, and government agencies) must comply with the waste tire manifesting requirements described in this manual. More than 800 registered waste tire haulers are currently in California.

Any person that transports 10 or more waste tires at any given time on a public road is also required to be registered with the CIWMB under the registered waste tire hauler program.

- Foreign haulers are no longer exempt and **must comply** with the hauler registration requirements.
- Common carriers, agricultural haulers, and government agencies (and other entities exempted by PRC section 42954) are exempt from waste tire hauler registration requirements but, like registered haulers, must comply with the waste tire manifesting requirements described in this manual. (**Note:** For the common carrier and agricultural hauler, a “Letter of Exemption” from the CIWMB is required before the hauler is considered exempt.)

Appendix B of this manual contains more information on waste tire hauler registration requirements and procedures, including the list of exemptions.

End Use Facilities. End use facilities are those locations where waste tires are accepted for handling, altering, storage, disposal, or any combination thereof. Any end use facility that accepts waste tires must be an authorized or permitted waste tire facility under regulations administered by CIWMB.

Know Your Role

The waste tire manifest system tracks tires from the point of pickup, through the haul, to the authorized or permitted end use facility. At each point in the sequence, specific steps must be taken to document the

transfer of waste tires. While in most cases your role may seem obvious based on your primary business activity, in some situations you must fulfill more than one role.

Under the waste tire manifest system, your primary business activity is not the only factor to be considered (for example, being a waste tire generator or hauler). Rather, the role(s) you play with respect to each specific movement of waste tires determines your responsibilities.

Therefore, it is possible for an entity whose primary business activity makes it a waste tire generator to also, in some instances, be considered a waste tire hauler and/or an end use facility. The same is conversely true for haulers and end use facilities.

Use the following questions and answers to help you determine your role:

Do you generate 10 or more waste tires for pickup from your business location (even if the tires will be transported to another of your business locations)?

If yes, you are considered a Waste Tire Generator and you must:

- Retain a CTL receipt from the waste tire hauler for each pickup transaction.

Do you haul 10 or more waste tires on a given load (even if you are hauling the tires from one of your business locations to another)?

If yes, you are considered a Waste Tire Hauler and you must:

- Be registered with the CIWMB (unless exempted).
- Complete a CTL form for each transaction (pickup or delivery).

Do you receive or accept waste tires at your business location (even if the tires were transported from another of your business locations)?

If yes, you are considered an End Use Facility and you must:

- Be an authorized or permitted waste tire facility.
- Retain a CTL receipt from the waste tire hauler for each delivery transaction.

If you perform one or more of the above, you must complete and retain **all paperwork associated with that role** as described in this manual.

The following waste tire trip scenarios illustrate how multiple roles might work.

Scenario One: Hauler as Generator and End Use Facility

As a waste tire hauler, you load your truck with waste tires from your business location or facility for delivery to various customers and to an off-site tire storage facility you maintain. In loading the 10 or more waste tires on your vehicle for transport on a public road, you are considered a waste tire generator as well as a waste tire hauler for this load. For this transaction, you must:

- Be registered with the CIWMB under the waste tire hauler registration program.
- Complete the top portion of the CTL as the hauler and a receipt A, B, or C as the generator.

If during or at the end of the trip you deliver waste tires to one of your other business locations or facilities, you would also be considered an end use facility.

For this transaction, you must:

- Complete the top portion of the CTL as the hauler and a receipt A, B, or C as the end use facility.

Scenario 2: Generator as Hauler and End Use Facility

As a tire store owner, you load waste tires from your store on one of your trucks to transport them to a cross-town storage facility you maintain. In loading the 10 or more waste tires on your vehicle for transport on a public road, you are considered a waste tire hauler as well as a waste tire generator for this load. For this transaction, you must:

- Be registered with the CIWMB under the waste tire hauler registration program.
- Complete the top portion of the CTL as the hauler and a receipt A, B, or C as the generator.

When you drop the waste tires off at your storage facility, you are considered an end use facility. For this transaction, you must:

- Complete the top portion of the CTL as the hauler and a receipt A, B, or C as the end use facility.

Specific Responsibilities

Waste Tire Generators. Under the waste tire manifest system, waste tire generators are responsible for:

- Providing accurate and complete information to the hauler so that the CTL form can be completed.
- Initialing the CTL receipt to ensure that the information contained on it is accurate.
- Retaining the CTL receipt for three years at your place of business. If a receipt is not left by the hauler, the generator must complete the Unregistered Hauler & Comprehensive Trip Log Substitution form (CIWMB 204) and submit it to the CIWMB within 30 days.

Blank Unregistered Hauler & Comprehensive Trip Log Substitution forms can be obtained from the CIWMB using any of the means below.

Website (online form)

www.ciwmb.ca.gov/Tires/Forms/

E-mail

WasteTires@ciwmb.ca.gov

Fax

(916) 319-7605

Hotline (toll free)

1-866-896-0600

Mailing address

California Integrated Waste Management Board

Waste Tire Hauler Program (MS-22)

P.O. Box 4025

Sacramento, CA 95812-4025

Use Registered Haulers. Generators are required to use only waste tire haulers that hold valid registration certificates for that calendar year issued by CIWMB unless the hauler is exempted by PRC section 42954 (see Appendix B for the list of exemptions). **Exempt haulers (common carriers and agricultural haulers) need to have a “Letter of Exemption” issued by the CIWMB in their possession at the time of the haul.**

- Foreign haulers are no longer exempt and must comply with waste tire hauler registration requirements.
- Common carriers, agricultural haulers, and all government agencies are exempt from the waste tire hauler registration requirements but must comply with the waste tire manifesting requirements described in this manual when hauling 10 or more waste tires from the generator.

You can find a list of registered waste tire haulers in your area (by county) by accessing the CIWMB waste tire hauler database at www.ciwmb.ca.gov/Tires/Haulers/Haulers.asp or by calling the waste tire hotline (toll-free) at 1-866-896-0600. Registered waste tire haulers must carry their registration certificate in the vehicle used to transport waste tires, and these vehicles must display the current year waste tire hauler decal in the lower right-hand corner (passenger side) of the windshield (See Appendix B).

Tire Program ID Number. Tire Program Identification (TPID) numbers are unique numbers assigned by CIWMB to each business or public entity involved in the generation, hauling, and delivery or disposal of waste tires. All businesses must display their TPID certificate in a conspicuous location. See Section 3 of this manual regarding the need for this TPID number and how to obtain yours.

CTL Receipts. The generator is responsible for ensuring that the CTL is **accurately and legibly completed** by the hauler for each shipment of waste tires generated from their location. The CTL form consists of two sections:

- Top section—only the registered waste tire hauler completes this portion.
- Receipt section—tire hauler enters and completes the receipt. Generator then initials the receipt to verify the accuracy of information and retains the receipt for a period of three years at their place of business.
 - The tire hauler will submit the CTL form (third copy) showing all the receipts and Hauler Top Section information to the CIWMB within 14 calendar days.

Waste Tire Haulers

All **registered waste tire haulers**, and all exempt haulers that transport 10 or more waste tires at any given time on a public road, must comply with the following requirements of the waste tire manifest system:

Obtain Hauler Registration. Unless exempted by PRC section 42954 (see Appendix B), all haulers that transport 10 or more waste tires must possess a valid waste tire hauler registration certificate issued by CIWMB. This certificate must be carried in the vehicle used to transport waste tires and the vehicle must display the current year waste tire hauler decal in the lower right-hand corner (passenger side) of the windshield. The exempt hauler (common carrier and agricultural hauler) will need to have a “Letter of Exemption” issued by the CIWMB in their possession at the time of the haul. See Appendix B for more information on waste tire hauler registration requirements.

- Foreign haulers are no longer exempt and must comply with waste tire hauler registration requirements.

- Common carriers, agricultural haulers, and all government agencies are exempt from the waste tire hauler registration requirements but must comply with the waste tire manifesting requirements described in this manual when hauling 10 or more waste tires from the generator.

Write Tire Program ID Number on CTL Form. TPID numbers are unique numbers assigned by CIWMB to each business or public entity involved in the generation, hauling, and delivery or disposal of waste tires. When haulers are also acting as the waste tire generator or end use facility (see “Know Your Role” above), they must write their complete TPID number in the receipt portion of the CTL form. See Section 3 of this manual regarding the need for this identifying number and how to obtain yours.

Have CTL Forms. Haulers must have CTL forms available for their use when picking up, hauling, and delivering or disposing of waste tires. Blank CTL forms can be obtained free of charge from the CIWMB using any of the means below and generally should arrive within 5–7 business days of ordering.

Website (online form)

www.ciwmb.ca.gov/Tires/Forms/

E-mail

WasteTires@ciwmb.ca.gov

Fax

(916) 319-7605

Hotline (toll free)

1-866-896-0600

Mailing address

California Integrated Waste Management Board
Waste Tire Hauler Program (MS-22)
P.O. Box 4025
Sacramento, CA 95812-4025

Complete and submit the CTL Form. The registered waste tire hauler is responsible for completing the correct portion of the CTL form prior to leaving the respective business location. The CTL form shall be complete, up-to-date, and in the hauler’s possession while transporting any amount of waste tires (**regardless of size or quantity**). This requirement applies to exempt haulers (exempted by PRC section 42954) when hauling 10 or more waste tires on a public road. The CTL shall contain an entry for every pickup and delivery made and is to be submitted by the hauler within 14 days of the initial tire transaction recorded on the form.

The hauler must ensure that all information provided by the generator or end use facility for the receipt portion of the CTL form is **accurate**, especially the load type and load amount.

Distribute the CTL Form. The CTL form is a three-copy document and should be distributed as follows:

- Original Copy (Top Copy)—Each receipt is torn off and given to the generator or end use facility to retain for 3 years at their place of business
- Second Copy—Hauler retains for three years at their place of business.
- Third Copy—Sent to CIWMB as a preaddressed, postage-paid self-mailer.

Out-of-State/Country Hauls

All haulers (including common carriers, agricultural haulers, and government agencies) that pick up or deliver waste tire loads outside of California must complete the CTL showing that location if the waste tires are either picked up at, or delivered to, a location in California.

Other Responsibilities. Waste tire haulers are also responsible for:

- Knowing that if the tires are unloaded and stored for any period of time the storage location becomes the end use facility and terminates the trip. (**Note:** the storage of 500 or more waste tires may require a CIWMB waste storage permit for that location.)
- Knowing that next time the tires are moved, the storage location becomes the generator and a new CTL form must be completed.
- Understanding and accurately completing the CTL as shown in Section 4 of this manual.

End Use Facilities

End use facilities that receive waste tires for handling, altering, storage, disposal, or any combination thereof, are responsible for the following:

Must Be Permitted. Any end use facility accepting waste tires must be a permitted or authorized waste tire facility under regulations administered by CIWMB. More information on permitted waste tire facilities is available by calling the waste tire hotline (toll-free) at 1-866-896-0600.

Provide Tire Program ID Number. TPID numbers are unique numbers assigned by CIWMB to each business or public entity involved in the generation, hauling, and delivery or disposal of waste tires. End use facilities must provide their TPID number to the tire hauler so that a CTL receipt can be completed. See Section 3 of this manual regarding the need for this identifying number and how to obtain yours.

Retain CTL Receipts. Under the waste tire manifest system, the end use facility is responsible for:

- Providing accurate and complete information to the hauler so that the CTL form can be completed.
- The end use facility must initial the CTL receipt to ensure that information contained in it is accurate.
- The end use facility must retain the CTL receipt for a period of three years at their place of business.

Unregistered Waste Tire Hauler or Hauler with No CTL Form. If the hauler is transporting 10 or more waste tires and not registered, or the registered waste tire hauler does not have a CTL form, the end use facility should accept the waste tires. If the tires are accepted, the end use facility must complete the Unregistered Hauler & Comprehensive Trip Log Substitution form and submit it to the CIWMB within 30 days. Blank Unregistered Hauler and Comprehensive Trip Log Substitution forms can be obtained from the CIWMB using any of the means below.

Website (online form)

www.ciwmb.ca.gov/Tires/Forms/

E-mail

WasteTires@ciwmb.ca.gov

Fax

(916) 319-7605

Hotline (toll free)

1-866-896-0600

Mailing address

California Integrated Waste Management Board

Waste Tire Hauler Program (MS-22)

P.O. Box 4025

Sacramento, CA 95812-4025

Unregistered haulers transporting fewer than 10 waste tires are not required to comply with the waste tire hauler registration or CTL requirements described in this manual. However, if the end use facility believes that an unregistered hauler is in the waste tire hauling business and is circumventing the law by hauling less than 10 tires in any given load, please notify the CIWMB waste tire hotline at 1-866-896-0600 (toll free) and CIWMB staff will investigate.

Section 3—Tire Program Identification (TPID) Numbers

Background

The Tire Program Identification (TPID) number is a unique number assigned by CIWMB to each participant in the waste tire management system (generator, hauler, and end use facility) for identification purposes. The TPID number is used to track each participant's activity in waste tire manifest transactions and to identify specific locations where waste tires are generated or delivered/disposed.

The TPID number is also the means by which participants can access their online business accounts within the waste tire management system database. CIWMB has established secure online business accounts for each participating business or government agency. By accessing their business accounts, participants will be able to view the waste tire transactions submitted.

The TPID Number

The TPID number is a seven-digit number followed by a two-digit suffix (for example, **1234567-01**). The first seven digits “**1234567**” represent the unique number assigned to each business or government agency for the purposes of the waste tire management system. This number will not change. The two-digit suffix—in this case “**01**”—relates to a specific address and site where waste tires are generated, stored, or delivered/disposed. **Only in certain cases where the primary address of a HAULER has changed will the site suffix ever change.**

Using the TPID

The TPID number of any business must be provided to the hauler and entered on the CTL form for every tire transaction. This number is the primary way CIWMB identifies the specific location where the waste tires are generated or delivered/disposed.

Requesting Your TPID Number

Businesses or government agencies where waste tires are generated, stored, or delivered/disposed that have not yet been assigned a TPID number can obtain a TPID number by doing either of the following:

- Completing the TPID number request form provided by the CIWMB.
- Contacting the CIWMB at the toll-free number: 1-866-896-0600.

Upon receipt of the TPID number request form or phone call, CIWMB staff will verify the information provided and issue a TPID number.

In addition, CIWMB will be scanning all waste tire manifests for business and government agency address information for waste tire pickups and deliveries. Addresses not matching the TPID number will be flagged for follow-up by CIWMB staff.

Accessing Your Business Account

Each business or government agency assigned a TPID will have a secure, online business account established for them that will be accessible via the CIWMB website at www.ciwmb.ca.gov/Tires/. The business account will enable them to view all information provided to the CIWMB by their hauler for their business as well as scanned images of the forms.

The TPID number is the key information needed for this online business account. To access your business account, you must enter your TPID number and a password to be selected by you. Only those individuals with whom you share your TPID/password will have access to your business account. The CIWMB website shown below has more information on the business accounts and will guide you through accessing your account.

For More Information

For more information on obtaining your TPID number or if you have any other questions regarding the waste tire manifest system, contact CIWMB by any of the following means:

- Call the waste tire hotline (toll-free): 1-866-896-0600.
- E-mail to: WasteTires@ciwmb.ca.gov.
- Fax to: (916) 319-7605.
- Visit our website at: www.ciwmb.ca.gov/Tires/.
- Write to CIWMB at:

California Integrated Waste Management Board
Waste Tire Hauler Program (MS-22)
P.O. Box 4025
Sacramento, CA 95812-4025

Section 4—Completing the Forms

The following illustrations provide tips on how to successfully complete the CTL form. If you have questions about completing the form, or about any other aspect of the waste tire manifest system, please contact CIWMB using any of the following means:

Hotline (toll-free)

1-866-896-0600

E-mail

WasteTires@ciwmb.ca.gov

Fax

(916) 319-7605

Website

www.ciwmb.ca.gov/Tires

Mailing address

California Integrated Waste Management Board
Waste Tire Hauler Program (MS-22)
P.O. Box 4025
Sacramento, CA 95812-4025

Comprehensive Trip Log

The CTL form (CIWMB 203) is a three-copy form used to document each pickup and delivery of waste tires. The form has two sections and is to be completed by the waste tire hauler:

- Top section—waste tire hauler business information.
- Bottom section—three tear-off receipts showing tire transactions between the hauler and the waste tire generator or end use facility.

Top section of CTL form to be completed by the registered hauler only.

CA Comprehensive Trip Log and Receipts

EXAMPLE 1 2 3

Blue or Black Ink Pen

California Integrated Waste Management Board
P.O. Box 1259, Sacramento, CA 95812 --1259
Comprehensive Trip Number
1234567

State of California
CIWMB 203 (04/09)

INSTRUCTIONS ON BACK DO NOT TAPE, STAPLE OR DUPLICATE

By signing this CA Comprehensive Trip Log and Receipts the signer(s) request that the information provided on this form will be considered confidential, proprietary and trade secret in accordance with Title 14 CCR, Section 17041 et seq. If a request is made for disclosure of this information the CIWMB will contact the signer(s) of this form at the address and telephone number provided on this form or receipt.

Vehicle Information

Truck Decal Number

License Plate Number

State

Hauler Address

Business Name

Address

City, State and Zip

I certify under penalty of perjury under the laws of State of California that the information provided above is true and correct. I understand that the falsification of this information may result in suspension, revocation, or denial of renewal of the Waste Tire Hauler Registration pursuant to Public Resources Code section 42960 and may result in civil penalties up to \$25,000 per violation or administrative penalties up to \$5,000 per violation per day as described in Public Resources Code section 42962.

Driver's Name (print)

Driver's Signature

Date

- 1 Enter hauler's **decals**, vehicle **license plate** number, and **state of issuance**.
- 2 Print hauler's **business name**, **address**, and **phone number** (including area code). If a business stamp or label is used, it **must** be applied on all copies of the CTL form.
- 3 The hauler/driver **prints name**, **signs**, and **dates** top portion of the CTL form when completing the first receipt on the form.

Bottom Portion - CTL Receipts

Customer Manifest Receipt	Comprehensive Trip Log Number 1234567-- A	Load Information <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery		Facility Tire Program ID [][][][][][][][]-[][][]	Site Suffix [][][]
	Hauler Tire Program ID / Site Suffix [][][][][][][][]-[][][]	DATE [][]/[][]/[][][]		Facility Telephone Number [][][][]-[][][][][][][][]	
	Hauler Telephone Number 4	TYPE <input type="checkbox"/> Whole Tire Count <input type="checkbox"/> Weight in Lbs <input type="checkbox"/> Volume Cubic Yds <input type="checkbox"/> Weight in Tons		Facility Business Name/Address City, State and Zip 6	
		AMT [][][][][][][] Whole Tires Only for Whole Tire Count 5		Stamp or Label OK 7	
				I CERTIFY THAT UNDER PENALTY OF PERJURY OF THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT. Initials [][]	

- 4** Enter Hauler's TPID number (including site suffix) on CTL receipt and hauler's phone number (including area code).
- 5** Check the appropriate box to indicate if this transaction is a waste tire **pickup** or **delivery**, enter the **load date** (use the mm/dd/yy format), check the box for the appropriate **load type**, and enter the **load amount**.
- 6** Enter the **TPID number** for the generator or end use facility location. Print generator or end use facility **business name**, **address**, and **phone number**. If a business stamp or label is used, it **must** be applied to all copies of the CTL form.
- 7** After completing the CTL receipt, the generator or end use facility representative will place their initials in the box provided indicating that they have reviewed the information provided by the hauler and that such information is true and correct.

Section 5—Frequently Asked Questions (FAQ)

Contact Information

Mailing Address

California Integrated Waste Management Board
Waste Tire Program (MS-22a)
P.O. Box 4025
Sacramento, CA 95812-4025

Other ways to contact CIWMB

Hotline: 1-866-896-0600 (toll free).
Fax: (916)-319-7605
Website: www.ciwmb.ca.gov/Tires/Forms/
E-mail: WasteTires@ciwmb.ca.gov

The following frequently asked questions (FAQ) for the waste tire manifest system are organized as follows:

- **Part 1: General**
- **Part 2: Generators and End Use Facilities**
- **Part 3: Haulers**
- **Part 4: Government Agencies**

Part 1—General

How will CIWMB notify us about changes to the waste tire manifest system regulations and requirements?

CIWMB will keep all program participants informed about any changes in the law, regulations, or procedures through one of the following methods:

- Announcements made via the CIWMB waste tire website at www.ciwmb.ca.gov/Tires/Forms/. The website is updated frequently with program updates and news.
- Special mailings to individual businesses and government agencies.

What if I forget my Tire Program Identification (TPID) number or am unsure whether one has been assigned to my company or for my customers?

Call the CIWMB waste tire hotline at 1-866-896-0600 (toll free). CIWMB staff will provide you with information on the TPID assignment. TPID numbers with business name can also be accessed via the Board's website at www.ciwmb.ca.gov/Tires/.

Is the information on the CTL form confidential? Who can access this information?

Please review Section 6 of this manual. It contains more information on confidentiality of business information submitted under the waste tire manifest system. Section 6 covers the situations under which CTL information can be accessed, by whom, and CIWMB's role in determining confidentiality.

How does the CIWMB use the CTL information? What happens to the forms?

The waste tire manifest system was created to track the generation, movement, and disposal of waste tires throughout California. The information on the forms is entered into the waste tire manifest system tracking database, and the load data is cross-referenced. Electronic images of all CTL forms are created and are available as scanned images. These images are considered confidential.

Program participants—generators, haulers, and end use facility operators—can view these scanned images of the forms submitted, as well as status of loads by accessing their online business account (see below).

Can I view the forms submitted by my business or agency?

Yes, you can. All forms submitted to CIWMB are scanned as images and can be accessed via your online business account.

What is the online business account? Who can access it and what does it contain?

Each business or government agency in the waste tire tracking database will have a business account set up for them on the CIWMB Web site. The purpose of this online account is to enable each business or government agency to view the information they have submitted under the waste tire manifest system. Through the online business account, each participant can view their tire transactions.

The online business account will only show data for a specific business or government agency and is password-protected. For generators, there will be general information indicating whether the tires were picked up at your site by a registered waste tire hauler.

Access to the online business account will require you to enter your TPID number and a password that you select. Only those individuals with whom you share your TPID and password will have access to your online business account. See Section 3 for more information on the TPID number.

Can a tire business be considered a generator, hauler, and end use facility in a single waste tire trip? If so, how is this possible?

Yes, it can and frequently does occur. See Section 2 of this manual (“Know Your Role”) for more information about how you may need to fulfill more than one role with respect to generating, hauling, and disposing of waste tires.

The waste tire manifest system tracks tires from the point of pickup, through the haul, to the final delivery/disposal at a permitted end use facility. At each point in the sequence, specific steps must be taken and forms must be filled out to document each transfer of waste tires. While in most cases your role may seem obvious, in some situations you may need to fulfill more than one role.

Under the waste tire manifest system, your primary business activity (for example, a waste tire generator or hauler), is not as important as the role(s) you play with respect to each specific movement of waste tires. This determines your responsibilities under the waste tire manifest system and the forms you are required to complete.

Part 2—Generators and End Use Facilities

How do I find a registered waste tire hauler?

Contact the CIWMB at the website or phone number shown below. CIWMB maintains a listing of all CIWMB registered waste tire haulers.

- CIWMB website: www.ciwmb.ca.gov/Tires/Haulers/Haulers.asp.
- Contact the CIWMB waste tire hotline at 1-866-896-0600 (toll free).

How do I obtain information on becoming a registered waste tire hauler?

- See Appendix B of this manual for more information on the registered waste tire hauler program.
- Access the CIWMB website at www.ciwmb.ca.gov/Tires/Haulers/.
- Contact the waste tire hotline at 1-866-896-0600 (toll free).

How do I know if the waste tire hauler I am using is registered with CIWMB?

CIWMB requires registered waste tire haulers to provide the following as proof of their current registration status:

- **Decal.** There should be a current-year waste tire hauler decal affixed on the lower-right corner (passenger side) of the vehicle windshield.
- **Certificate.** Haulers are required to have a current-year waste tire hauler registration certificate in their vehicle at all times.
- **Forms.** Registered haulers must use the CTL form or be approved to use electronic data transfer (EDT). If the hauler is an approved to use EDT, they may use their own business receipt with an EDT emblem at the bottom left corner of the form and a statement indicating that they are filing manifest information electronically on your behalf. See Section 7 for more information on EDT.

For generators—if the hauler you are using does not have a current waste tire hauler decal or registration certificate or is not using the required form (or is not authorized to use EDT), do not release your waste tires to the hauler. Contact the CIWMB waste tire hotline at 1-866-896-0600 (toll free) to report the incident and get further information. See Appendix B of this manual for more information on CIWMB requirements for registered waste tire haulers.

My hauler says that he is using electronic data transfer (EDT). What does this mean?

Section 7 of this manual provides more information regarding electronic data transfer (EDT).

If approved to use EDT, the waste tire hauler must provide the following to the generator or end user:

- A. Present an authorization letter issued by CIWMB attesting to their use of EDT.
This authorization letter will be on CIWMB letterhead and permits the hauler to use their business receipt forms to collect and transmit waste tire manifest system information to CIWMB.
- B. The hauler’s business receipt or invoice must have a CIWMB “Electronic Data Transfer Approved” logo, as shown below, located on the bottom left corner of the form.



My hauler is not completing (or completing incorrectly) the CTL form. What should I do?

As a generator/end use facility, you ultimately are responsible for ensuring that information you provide to the hauler is complete and accurate.

- Be sure the receipt portion of the CTL form is completed by the hauler before the hauler leaves your facility. You are required to retain this receipt for a period of three years at your place of business.
- If a receipt is not left by the hauler, you must contact the CIWMB and obtain, complete, and submit back to the CIWMB, an Unregistered Hauler & Comprehensive Trip Log Substitution Form.

If the hauler is still having difficulty in accurately completing the CTL form, you may:

- Contact the hauler’s company representative, advise them of the situation, and seek a solution.
- Call the CIWMB waste tire hotline at 1-866-896-0600 (toll-free) to discuss the situation.

What if the hauler fills out the CTL receipt on my behalf as the generator/end use facility)? Is this OK?

Yes, the hauler is required to complete the entire CTL form and provide a receipt of the tire transaction to the generator or end use facility.

Can a hauler pick up my waste tires if no one is available to initial the generator’s receipt on the CTL form?

If you are unable to be there when the hauler picks up your waste tires, you will need to complete and sign a statement authorizing the hauler to initial for you. This statement needs to be attached to the hauler copy of the CTL form showing that you gave permission for their initials.

The waste tire hauler picked up my tires when I was not here. He filled out the CTL receipt for me, but I did not sign it and he did not leave the completed receipt. What should I do?

Ultimately, it is the generator's responsibility to ensure that all waste tires leaving their facility are properly documented on a CTL receipt. If the hauler fails to leave you a receipt showing the tire transaction, you should:

- Call the hauler and ask them to return the completed receipt for this transaction. Upon receiving the form, make sure that all the information is correct.
- If a receipt is not left by the hauler, you must contact the CIWMB and obtain, complete, and submit back to the CIWMB, an Unregistered Hauler & Comprehensive Trip Log Substitution Form.

How quickly must the CTL form be submitted to the CIWMB by the hauler after a load of waste tires has been picked up or delivered?

The hauler should submit the CTL form within 14 calendar days, but not later than 90 days, of the initial tire transaction documented on the form.

Do out-of-state and out-of-country trucking firms that haul, pick up, or deliver waste tires in California have to be registered with the CIWMB? Do these firms have to participate in the waste tire manifest system?

Yes to both questions. Except as described below, all haulers that transport 10 or more waste tires in a given load on a public road must be registered with the CIWMB. Foreign haulers are no longer exempt and must comply with the waste tire hauler registration requirements. Common carriers, agricultural haulers, and all government agencies (and other entities listed in PRC section 42954) are exempt from waste tire hauler registration requirements (see Appendix B for the list of exemptions). Remember that common carriers and agricultural haulers need to have a "Letter of Exemption" issued by the CIWMB before they are considered exempt.

All registered waste tire haulers **transporting any number of waste tires**, and exempt haulers transporting 10 or more waste tires on a public road, must comply with the waste tire manifesting requirements described in this manual.

My company is primarily a waste tire generator but sometimes we move tires between stores. Does this mean I am a hauler and have to be registered?

You are considered a waste tire hauler anytime you transport 10 or more waste tires on a public road and therefore need to be registered with the CIWMB (see Appendix B for waste tire hauler registration requirements).

In such instances where your business generates, transports, and delivers or disposes of 10 or more waste tires on single trip, you are considered a generator, hauler, and end use facility under the waste tire manifest system. As such, you must complete the CTL form/receipt for each pickup and delivery of waste tires. See Section 2 for more information on generator, hauler, and end use facility requirements.

How do I know if the hauler picking up my tires disposes of them at a permitted or authorized end use facility?

You can check online to determine if the tire transaction was reported by the hauler to the CIWMB. If your transaction was not reported, please contact the CIWMB at 1-866-896-0600. See Part 1—General FAQs for more information about the online business accounts or Section 3 of this manual.

As an end use facility, what should I do if unregistered haulers want to deliver/dispose tires at my facility? How do I report unregistered haulers?

In all instances please accept the tires. If tires are accepted from an unregistered waste tire hauler or a registered waste tire hauler that does not have the appropriate CTL form, you will need to complete and submit to the CIWMB an Unregistered Hauler & Comprehensive Trip Log Substitution Form. You can obtain this form by contacting the CIWMB by any of the means provided below:

Website (online form)

www.ciwmb.ca.gov/Tires/Forms/

E-mail

WasteTires@ciwmb.ca.gov

Fax

(916) 319-7605

Hotline (toll free)

1-866-896-0600

Mailing address

California Integrated Waste Management Board
Waste Tire Hauler Program (MS-22)
P.O. Box 4025
Sacramento, CA 95812-4025

Part 3—Waste Tire Hauler

How do I obtain blank CTL forms?

Blank CTL forms can be obtained (free of charge) from the CIWMB using any of the means below and generally should arrive within 5–7 business days of ordering.

Website (online form)

www.ciwmb.ca.gov/Tires/Forms/

E-mail

WasteTires@ciwmb.ca.gov

Fax

(916) 319-7605

Hotline (toll free)

1-866-896-0600

Mailing address

California Integrated Waste Management Board
Waste Tire Hauler Program (MS-22)
P.O. Box 4025
Sacramento, CA 95812-4025

I have questions on how to fill out the CTL forms. What should I do?

First, review Section 4 of this manual. You will probably find that most of your questions will be answered there. If you still have questions, you may want to review the training video/CD provided by CIWMB (see Appendix D for information on available training materials and how to obtain them). You can also contact CIWMB using any of the means described above.

Are the waste tire manifest system materials and information available in Spanish?

The guidance manual, field reference guide, bookmarks, and portions of the CIWMB Waste Tire Web site are available in Spanish. Contact CIWMB for more information at 1-866-896-0600 (toll free) on Spanish-language resources and/or see Appendix D of this manual on how to obtain training materials in Spanish.

Can I use a business stamp or preprinted labels for the business name/address information on the CTL form?

Yes, you can use a business stamp or labels in lieu of entering the information manually but in all cases, the business stamp or labels must be:

- Applied to **all copies of the CTL form**.
- Clear and legible.
- Located within the designated area on the form.

How long do I need to retain copies of the CTL form?

Copies of CTL and/or receipts must be retained for three years at your place of business.

Can different measurements for load type and amount be used?

Yes. Using differing load type measurements is acceptable. The waste tire manifest system is designed to convert tire types and quantities through passenger tire equivalents (PTE) at a standard of 20 lbs/tire. The PTE will be the common measurement used by the CIWMB.

Does the CIWMB regularly inform haulers on changes to the waste tire manifest system?

Yes, the CIWMB regularly notifies all registered haulers of changes to the waste tire manifest system by the following:

- Mailings to registered haulers.
- Periodic waste tire hauler newsletters.
- CIWMB website (www.ciwmb.ca.gov/Tires/).

In hauling waste tires, at what point am I required to become a CIWMB registered waste tire hauler?

A hauler transporting 10 or more tires at a given time on a public road must be registered with CIWMB as a registered waste tire hauler. See Appendix B for more information.

As a CIWMB registered waste tire hauler, how many tires can I carry before I need to manifest my load?

As registered waste tire hauler, you are required to manifest **every tire** that goes on or comes off your vehicle without regard to number. There is no minimum number of tires.

As a registered CIWMB waste tire hauler, am I responsible for completing the CTL form?

Yes. The hauler is now required to complete all portions of the CTL form and provide a receipt to each generator or end-use facility where a tire transaction has occurred. See Section 2 of this manual for more information.

When I pick up or deliver waste tires and no one is available to initial the CTL form, what should I do?

For Pickups. If no one is available at the generator's business to initial the CTL form, **do not take or load the waste tires unless** a statement is written and signed by the generator authorizing you, as the

hauler, to initial for the generator. This statement will need to be attached to the hauler's copy of the CTL form showing that permission was given.

For Delivery or Disposal. The same rule applies as in pickups. If no one is available at the end use facility's business to initial the CTL form, **do not leave the waste tires unless** the facility operator leaves a signed written statement authorizing you, as the hauler, to initial the form in place of the operator. This statement will need to be attached to the hauler's copy of the CTL form showing that permission was given.

What should I do if a generator does not know about the CTL form and/or a Tire Program Identification (TPID) number?

As a hauler, it is your responsibility to help educate the generator or end use facility operator on the current CTL requirements. Bookmarks and informational sources are available for distribution to your customers. Please contact the CIWMB waste tire hotline at 1-866-896-0600 for this information or to have a TPID number issued immediately. A TPID number can also be requested by calling 1-866-896-0600 (toll-free) or via the CIWMB website at: www.ciwmb.ca.gov/Tires/. See Section 3 of this manual for more information on TPID numbers.

Can I just enter my decal number in lieu of writing the hauler name/address information on all the forms?

No. The hauler business name and address information must be entered on each CTL form that is completed. This information may be entered using a business stamp or label; however, the stamp or label must be applied to all copies of the form and must be within the designated location.

Can I preprint or put a label on the CTL form for the generators and end use facilities I service?

Yes. The preprinted information or label must appear on all copies of the form within the designated location.

As a hauler, can I also be considered a generator and an end use facility in one trip? If so, how is this possible?

Yes, it can and frequently does occur. See Section 2 of this manual ("Know Your Role") for more information about how you may need to fulfill more than one role with respect to generating, hauling, and disposing of waste tires.

The waste tire manifest system tracks tires from the point of pickup, through the haul, to the final delivery/disposal at a permitted end use facility. At each point in the sequence, there are specific steps that must be taken on the form documenting each transfer of waste tires. While in most cases your role may seem obvious, in some situations you may need to fulfill more than one role.

Under the waste tire manifest system, your primary business activity is (for example, a waste tire generator or hauler), is not as important as the role(s) you play with respect to each specific movement of waste tires. This determines your responsibilities under the waste tire manifest system and the forms/receipts you are required to complete.

What happens if I am picking up or dropping off tires out of the state/country?

For waste tire trips coming or going out of the state or country, haulers are required to complete the CTL form as they would for pickups or deliveries within California, otherwise this will flag the hauler and require further investigation by CIWMB staff.

As a hauler, if I unload waste tires at my yard for sorting, am I considered an end use facility?

Yes. Because the waste tires were off-loaded at your facility, under the waste tire manifest system you are now considered an end use facility and must complete a “delivery” receipt as the end use facility.

Is there such a thing as a temporary tire site that is not permitted?

As a hauler using this type of storage method, you must first contact the CIWMB to get approval before storing any tires in this manner. Tires may only be placed on sites or in licensed trailers that meet the requirements of “collection centers” as defined in Title 14, California Code of Regulations, section 17225.717. If the tires are stored on the ground, no more than 500 tires are allowed without the required waste tire facility permit. Please call the CIWMB waste tire hotline at 1-866-896-0600 for more information.

Do out-of-state and out-of-country trucking firms have to be registered with the CIWMB? Do these out-of-state, out-of-country trucking firms have to comply with WTMS for manifesting and trip logs?

Yes to both questions. Except as described below, all haulers that transport 10 or more waste tires in a given load on a public road must be registered with the CIWMB. Foreign haulers are no longer exempt and must comply with the waste tire hauler registration requirements. Common carriers, agricultural haulers, and all government agencies (and other entities listed in PRC section 42954) are exempt from waste tire hauler registration requirements (see Appendix B for the list of exemptions). Common carriers and agricultural haulers are required to have in their possession a “Letter of Exemption” issued by the CIWMB before being considered exempt.

All registered waste tire haulers transporting **any number of waste tires**, and all other haulers transporting 10 or more waste tires on a public road must comply with the waste tire manifesting requirements described in this manual. This applies to the entities described above that are exempt from waste tire hauler registration requirements.

If the California Highway Patrol pulls me over, what information will they want to see?

As a waste tire hauler, you should be prepared to show the officer the following documents:

- Valid CIWMB waste tire hauler registration certificate (must be in the vehicle).
- Current CIWMB waste tire hauler decal affixed to the lower-right corner (passenger side) of your vehicle’s windshield.
- Up-to-date and completed CTL form(s) showing the numbers of tires being transported. The hauler portion of the CTL should be complete and signed by the driver and the receipts should be completed and initialed by the respective party.

Haulers authorized to use electronic data transfer (EDT) must be prepared to show the officer the following documents:

- Valid CIWMB waste tire hauler registration certificate (must be in the vehicle).
- Current CIWMB waste tire hauler decal affixed to the lower right corner (passenger side) of your vehicle’s windshield.
- EDT participant authorization letter on CIWMB letterhead.
- Approved EDT participant business form with the EDT approved logo on the bottom left hand corner of the form.

Part 4—Government Agencies

Our county is cleaning up a tire site. What paperwork is needed?

As described earlier, federal, State, and local government vehicles are only exempt from the waste tire hauler registration requirements described in this manual. These governmental entities must manifest their waste tire hauls and must use the CTL form when generating, transporting, or accepting waste tires. Government entities should enter the government vehicle license plate number on the hauler portion of the CTL form.

Our city/county is doing a tire cleanup day. What paperwork is needed?

The local enforcement agency (LEA) or county can issue vouchers or letters to private individuals if they will be hauling 10 or more tires at any given time. LEAs may also issue vouchers for amnesty day events. In these instances, the collection site (city/county) is considered the “generator” of the waste tires and a registered waste tire hauler or exempt government vehicle is required to haul the waste tires away from the collection site. The waste tires hauled from the designated site must be manifested using a CTL form. Tires dropped off by individuals do not need to be manifested.

For further information regarding specific requirements and responsibilities on holding tire amnesty day events, please contact CIWMB’s waste tire hotline at 1-866-896-0600.

What if on a neighborhood cleanup day there are tires picked up and mixed with garbage?

If the tires are mixed with solid or green waste, it is considered a hazard to remove/sort the tires and no CTL form is required. The vehicle picking up the garbage is exempt from the waste tire hauler registration requirements since the waste tires are incidental and not the main purpose of the cleanup day.

Section 6—Confidentiality of Business Information

The CIWMB recognizes the need of tire generators, waste and used tire haulers, and end use facility operators to maintain confidentiality on the information generated through the waste tire manifest system. Such information on tires generated, hauled, and delivered or disposed has economic value to each party associated with the transactions, is not routinely made available to the public, and is considered proprietary to the individual business.

The Board has the authority under California Code of Regulations (CCR) Title 14, Division 7 Chapter 1, Article 4, section 17041, et seq. to determine the trade secret, confidentiality and proprietary nature of information submitted by a person (business, corporation, etc.). The Board must also comply and adhere to the Public Records Act, which allows the public to review information not claimed by the regulated community as “confidential” or determined by the Board as “confidential” under the above code section.

For the purposes of the waste tire manifest system, some information on the Comprehensive Trip Log is confidential. This information could include “load type” and “load amount” and the specific transaction between the generator and the hauler or the hauler and end use facility operator for that load. All other information is considered public information unless demonstrated otherwise to the satisfaction of the Board.

Following is the confidentiality claim language found on the CTL.

By signing the CA Comprehensive Trip Log and Receipt, the signer(s) requests that the information provided on this form will be considered confidential, proprietary and trade secret. In accordance with Title 14, CCR, section 17041 et seq., if a request is made for disclosure of this information, the CIWMB

will contact the signer(s) of this form at the address and telephone number provided on this form or receipt.

Section 7—Electronic Data Transfer (EDT)

Overview

To make submitting manifest information easier, the revised PRC Chapters 16 and 17 allow an “electronic report” to be submitted in lieu of the waste tire system forms if approved by the Board.

Based on information gathered in public workshops, client test training, and on-site visits to tire businesses, CIWMB has concluded that many tire haulers may need to submit data electronically to the Board.

At present time, only **hauler** organizations will submit waste tire manifest system data electronically since haulers are involved in all aspects of transporting waste tires (as opposed to generators and end use facilities).

Operation and Advantages

Hauler businesses will collect waste tire manifest information via their own approved form for all waste tire transactions on behalf of the generators and end use facilities with whom they do business. This data will be electronically transmitted to CIWMB in Sacramento and will be considered valid business data as if it came from the CTL submitted by the hauler. Generators and end use facilities are not required to submit their data electronically; they may still opt to use the paper CTL form.

An advantage of electronic data transmittal is that it enables hauler businesses to retain current business practices and forms with minimal modification to support the electronic data transmittal requirements. In most cases, haulers are already collecting much of the same information as is contained on the CTL form—business name, address, tire and load types, and load amount.

Haulers must maintain and keep with them a letter from CIWMB authorizing their use of electronic data transfer. They must present this authorization letter to law enforcement, CIWMB representatives, and generators/end users as requested.

Use of EDT by haulers is voluntary. The hauler or the State of California/CIWMB may decide to discontinue using EDT with 30 days written notice. CIWMB will notify the hauler of this change in writing and specify the need for them to begin using the paper CTL form. Similarly, generators and end use facilities may, at any time, decide to discontinue using electronic data transfer with a particular hauler. If this occurs, the generators or end use facilities will begin using the paper CTL form for all waste tire transactions.

Generators and end use facilities can access the CIWMB website at www.ciwmb.ca.gov/Tires/Manifest/ to see if the hauler has reported the tire transaction to the CIWMB.

Appendix A—Regulations

Emergency regulations have been developed to implement the CTL form. For more information on the status of the regulations, visit the CIWMB website at www.ciwmb.ca.gov/Rulemaking/.

The final regulations are anticipated to go into effect during the spring of 2006. If you would like a free copy of the emergency regulations, please call the hotline (toll free) at 1-866-896-0600 or e-mail your request to WasteTires@ciwmb.ca.gov.

Appendix B—Waste Tire Hauler Registration Information

State law requires every person who transports 10 or more waste or used tires to hold a valid waste tire hauler registration, unless exempted by section 42954 of the Public Resources Code which is excerpted below:

§42954 (a) A person who hauls waste or used tires is exempt from registration under this chapter if at least one of the following conditions is met:

- (1) The person transports fewer than 10 waste or used tires at any one time.
 - (2) The person is [a government employee], or hauls used and waste tires in a vehicle owned and operated by, the United States, the State of California, or any county, city, town, or municipality in the state, except when vehicles the public agency owns or operates are used as a waste and used tire carrier for hire.
 - (3) The waste or used tires were inadvertently mixed or commingled with solid waste, and it is not economical or safe to remove or recover them.
 - (4) The vehicle originated outside the boundaries of the state and is destined for a point outside the boundaries of the state, if no waste or used tires are loaded or unloaded within the boundaries of the state.
 - (5) The person is hauling waste or used tires for agricultural purposes. However, notwithstanding Section 42961.5, a person hauling waste or used tires for agricultural purposes shall carry a manifest from the generator in the vehicle during transportation, which may be destroyed after delivery. (Please note: the agricultural hauler must apply for and receive a letter of exemption by CIWMB to be exempt).
 - (6) The waste or used tires were hauled by a common carrier who transported something other than waste or used tires to an original destination point and then transported waste or used tires on the return part of the trip, and the revenue derived from the waste or used tires is incidental when compared to the revenue earned by the carrier. (Please note: the common carrier who back hauls must apply for and receive a letter of exemption by CIWMB to be exempt.)
 - (7) The person, who is not a waste tire generating business, is transporting waste or used tires to an amnesty day event or to a location as defined in subdivision (b) of Section 42951, and has received written authorization, which includes specific conditions and dates, from the local enforcement agency. The local enforcement agency shall provide copies of any written authorizations to the board within 30 days of their issuance.
 - (8) The person complies with any additional conditions for exemption, as approved by the board.
- (b) Any person who transports tires in violation of subdivision (b) of Section 42951 shall not be exempt pursuant to subdivision (a).

Persons intending to become waste tire haulers must register prior to hauling waste or used tires. Since the January 1, 1995, implementation date, approximately 7,000 waste tire-hauling vehicles are registered annually in California. Information on these haulers can be accessed at www.ciwmb.ca.gov/Tires/Haulers/. In addition, State law requires persons receiving 10 or more used or waste tires from an unregistered hauler to report the unregistered hauler to the CIWMB.

The waste tire hauler registration process requires the completion of a Waste Tire Hauler Registration Application Form (CIWMB Form 60). There is no fee to apply for a waste tire hauler registration; however, the applicant must purchase a Waste Tire Hauler Surety Bond in the amount of \$10,000. The Waste Tire Hauler Surety Bond (CIWMB Form 61) must be submitted with the Waste Tire Hauler Registration Application Form (original forms are required).

Appendix C—Terms and Definitions

“Agricultural Hauler” as referenced in this text is an agricultural exempt waste tire hauler who transports waste tires from the generator to an agricultural end use facility. The waste tires must be intended for use as bumpers on agricultural equipment or as ballast to maintain covers (including silage or feedstock covers) or structures at an agricultural site. Based upon qualification of this exemption, **CIWMB will issue a letter to be carried in the vehicle while transporting the tires showing the exemption status.**

“Board” means the California Integrated Waste Management Board.

“Business Name” means the name of the operation registered with the local government of the State of California; the business license name.

“CIWMB” means the California Integrated Waste Management Board.

“Common Carrier” as referenced in this text is a common carrier that transports something other than waste tires to an original destination point and then transports waste tires on the return part of the trip. The revenue derived from transporting the waste tires must be incidental when compared to the revenue earned by the common carrier. Based upon qualification of this exemption, CIWMB will issue a letter to be carried in the vehicle while transporting the tires showing the exemption status.

“Comprehensive Trip Log” or CTL means the California Uniform Waste and Used Tire Manifest Form developed by the Board that shall be completed by the waste tire hauler. The CTL will include a list of transactions with the waste tire generator or end-use facility and shall accompany each shipment of used or waste tires.

“Civil Penalty” means a fine assessed as a result of a violation of an applicable provision.

“End Use Facility” means the facility where used or waste tires are unloaded or accepted.

“Exempt” means the waste tire hauler is exempt from waste tire hauler registration requirements (see Appendix B for more information about waste tire hauler registration requirements, including the complete list of exemption categories listed in PRC section 42954).

Exempt haulers must still comply with the manifesting requirements described in this manual with the exception of the following:

- Businesses or private parties are hauling less than 10 waste tires.
- Hauls where the waste tires have been inadvertently placed in solid waste and it is not economical or safe to remove the tires.
- Hauler is transporting waste tires from outside the state, destined for another location outside the state, if no waste tires are loaded or unloaded within the boundaries of California.
- Person is participating in an amnesty day event or has an exemption letter issued by the Local Enforcement Agency for a one-time haul and is hauling less than 20 tires.

“Facility” means a waste tire facility, as defined in Public Resources Code Section 42808, a landfill authorized pursuant to Public Resources Code Section 42866, a facility authorized to accept used or waste tires pursuant to a State or local agency permit, or a facility which lawfully accepts used or waste tires as authorized under Title 14, section 18420.

“Hauler” means any person engaged in the transportation of 10 or more waste tires.

“Load” means a single transaction (a pickup or delivery) of used or waste tires between the hauler and generator or the hauler and end use facility. There may be one or more loads on a trip.

“Local Government” means a county, city, city and county, special district, joint powers agency, or other political subdivision of the state.

“Person” includes an individual, sole proprietorship, co-partnership, Limited Liability Company, corporation, political subdivision, government agency, or municipality.

“Registered” means registered as a waste tire hauler with the CIWMB.

“Registered Vehicle Owner” means the person in whom title is vested and/or to whom the vehicle is registered with the Department of Motor Vehicles for any jurisdiction, domestic and foreign, in which the vehicle is registered.

“Trip” means the hauling of waste or used tires that begins with a waste tire hauler’s first pickup of used or waste tires from a generator and ends with that hauler’s last delivery of used or waste tires to an end-use facility.

“Waste Tire” for the purposes of this manual means a tire that is no longer mounted on a vehicle and is no longer suitable for use as a vehicle tire due to wear, damage, or deviation from the manufacturer’s original specifications. A waste tire includes a **used tire (for the purposes of waste tire hauling)**, repairable tire, scrap tire, and altered waste tire, but does not include a tire-derived product or crumb rubber.

“Waste and Used Tire Generator” means any person who provides used or waste tires to a waste tire hauler; including but not limited to tire dealers, car dealers, auto dismantlers, automotive fleet service centers, local government fleet operators, rental fleets, etc.

“Waste Tire Hauler Decal” is a decal issued by the Board, printed on specially prepared paper with a unique number, for affixing to the lower right hand corner of the windshield.

“Waste Tire Hauler Registration” means the documents, including the decal and registration form, issued by the Board, which authorizes the holder of the documents to legally haul waste tires within California for the period of issuance.

Appendix D—Training

The following training materials are available in both English and Spanish to assist businesses and government agencies in the administration of the waste tire manifest system.

- **CTL Guidance Manual**

This manual provides specific direction on the roles and responsibilities of the regulated community in complying with the requirements of the waste tire manifest system. Specific chapters discuss the Tire Program Identification (TPID) number; completing the CTL form; sample waste tire pickup, haul, and delivery scenarios; and a frequently asked questions section providing answers to common questions about the waste tire manifest system.

- **Field Reference Guides**

The field reference guides are laminated 8½" x 11" pages that show, in a graphical format, how to complete the CTL form. The field reference guides also depict different waste tire pickup, haul, and delivery scenarios, and provide guidance for the hauler in waste tire transactions.

You may obtain these training materials by calling the toll-free waste tire hotline number below, by mail, or by ordering online through the CIWMB website. When ordering, please specify the quantity and whether you would like the English or Spanish version.

Hotline (toll-free)

1-866-896-0600

Mailing address

California Integrated Waste Management Board
 Waste Tire Hauler Program (MS-22)
 P.O. Box 4025
 Sacramento, CA 95812-4025

Website

www.ciwmb.ca.gov/Tires/

